

ORIA Billing Roster FFY 2019

The image shows a screenshot of a Microsoft Excel spreadsheet titled "ORIA Billing Roster". The spreadsheet is designed for data entry and includes several sections:

- Header Section:** Contains fields for "Provider Code:", "Provider Name:", and "Month".
- Demographics Section:** Includes columns for "Last Name", "First Name", and "eJAS ID".
- DSHS Use Only Section:** Includes columns for "BFET Eligible", "US Citizen", and "DSHS Comments".

The spreadsheet is organized into columns labeled A through F. The rows are numbered 1 through 40. The "Demographics" section is highlighted in light blue, and the "DSHS Use Only" section is highlighted in light green. The "Cover Sheet" tab is visible at the bottom left, and the "Billing Roster" tab is active.

What's new for FFY 2019?

- Simpler form
- Still two separate worksheets
 - Cover Sheet to collect Provider Information
 - Billing Roster to collect client
- Autofill functions

Step 1: The Cover Sheet

Provider Information	
Provider Name:	
eJAS Contractor Code:	
Return List to the following email address(es):	

Billing Information	
Select the month for this Billing	
Select the FFY for this Billing	

DSHS Use Only	
Completed by:	
Completed on:	

Instructions:

Completing this information on this page will autofill the Billing Roster on the next page. Please follow the instructions below so the roster is completed correctly.

1. Complete the Provider Information
 - a. Enter your Agency's Name
 - b. Enter your EIAS Contractor Code
 - c. Enter the email addresses of all individuals to receive the completed Billing Roster.
2. Complete the Billing Information
 - a. Use the dropdown menu to select the month and FFY for this billing
3. Save your Billing Roster using the following naming convention:
 - a. This naming convention will help us locate and process your roster.
[eJAS Contractor Code]_[Billing Month]

Provider Information

Provider Information	
Provider Name:	
eJAS Contractor Code:	
Return List to the following email address(es):	

Complete the Provider Information section by inputting:

- Your agency's name
- eJAS Contractor Code
- Email addresses for all individuals to receive the completed copy

Billing Information

Billing Information	
Select the month for this Billing	
Select the FFY for this Billing	




Complete the Billing Information section for this month's roster.
Use the dropdown menu for **all** two boxes.

- Select the month for this roster
- Select the FFY for this roster

**This information will auto fill on the Billing Roster.*

Step 2: The Billing Roster

19		
20	<i>DSHS Use Only</i>	
21	<i>Completed by:</i>	
22	<i>Completed on:</i>	
23		
24		
25		
26		
27		



Switch to 2nd worksheet
Billing Roster

◀ ▶	Cover Sheet	Billing Roster	+
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Step 2: The Billing Roster (cont)

Provider Code:	9ZZ		Month	October	FFY 2019
Provider Name:	ORIA Agency Name				
Demographics			DSHS Use Only		
Last Name ▼	First Name ▼	eJAS ID ▼	BFET Eligible ▼	US Citizen ▼	DSHS Comments ▼
Ocean	Tess	135791			
Ward	Vivian	246824			
Pullman	Isabel	159357			
Tainot	Mercedes	456852			

1. Enter the client information in the Demographics columns.

Step 3: Save and Send

1. Save your Billing Roster using the following naming convention:

- (eJAS contractor code)_(billing month)
- For example:
 - 6BK_October
 - 6EQ_December
 - 6BT_Feb

**This naming convention helps us sort and find your rosters faster.*

2. Send the Billing Roster to BFETBILLING@dshs.wa.gov

Returned Billing Roster

This is what you will receive back from the BFET Operations Team.

DSHS Use Only	
Completed by:	Dave
Completed on:	11/27/18

Revised (10/2018)

DSHS will complete the GREEN sections.

Provider Code:	9ZZ		Month	October	FFY 2019
Provider Name:	ORIA Agency Name				
Demographics			DSHS Use Only		
Last Name ▼	First Name ▼	eJAS ID ▼	BFET Eligible ▼	US Citizen ▼	DSHS Comments ▼
Ocean	Tess	135791	Yes	No	
Ward	Vivian	246824	Yes	Yes	See email
Pullman	Isabel	159357	No	No	No Comp
Tainot	Mercedes	456852	Yes	No	

Need help completing your Billing Roster?

Contact a member of the BFET Operations Team for assistance.

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